

State of Rhode Island  
Department of Administration

## **INTER-OFFICE MEMORANDUM**

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### **Office of Accounts and Control**

**TO:** All Agencies

**DATE:** October 13, 2009

**FROM:** Louise Anderson  
Associate Controller - Operations

**SUBJECT: Payment Run Schedule**  
**CFO 10-05**

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Beginning Monday, October 19, 2009, the Office of Accounts and Control will no longer be initiating daily payment runs. The change will help to reduce administrative costs and banking fees as well as increase cash flow.

As a rule, payments will be run on Tuesdays, Fridays, the 1<sup>st</sup> of the month, 15<sup>th</sup> of month and 2<sup>nd</sup> to last business day of the month. A three-month payment schedule will be kept on the Controller's website to use as a reference.

If you have any questions or concerns, please call me at 222-2704.